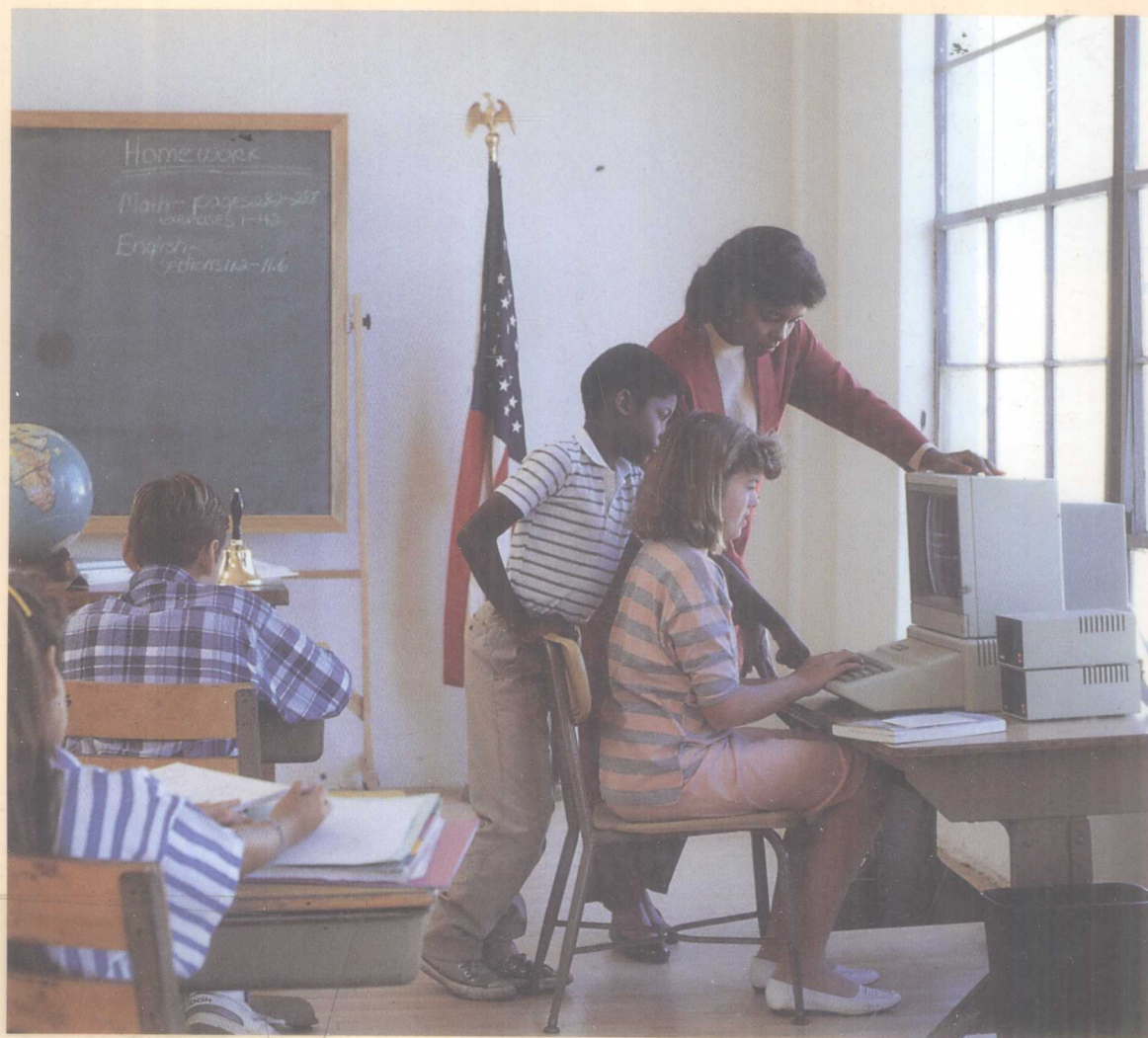


Computers In Education Today

Colleen J. Mandell and Steven L. Mandell



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West Publishing Company

St. Paul New York Los Angeles San Francisco

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50 W. Kellogg Boulevard
P.O. Box 64526
St. Paul, MN 55164-1003

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Printed in the United States of America

Library of Congress Cataloging-in-Publication Data

Mandell, Colleen J.

Computers in education today / Colleen J. Mandell, Steven L.

Mandell.

p. cm.

Includes index.

ISBN 0-314-85275-1

1. Education—Data processing. 2. Computer-assisted instruction.

I. Mandell, Steven L. II. Title.

LB1028.43.M36 1989

370'.28'5—dc19

Copy Editor: Naples Editing Services

Composition: Parkwood Composition

Artwork: Carlisle Graphics

Cover Photograph

Photograph by David Hanover

Intext Photos

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(continued following Index)

Preface

The effective utilization of technology in the schools requires educators to be computer literate. It is not enough for a teacher to limit technology's use to occasional, or even daily, drill and practice exercises. Nor is it sufficient for administrators to limit the computer's use to tracking students' progress.

The computer serves educators. It is you who decides how this tool will work for you in the school environment. It is true that the computer's potential realistically expands not only your opportunities to teach but also students' opportunities to learn.

The computer's impact has been revolutionary and promises to be even more so as microcomputer applications continue to expand. There is no longer any question that students in education need to possess a basic understanding of computers and their application to education.

Computers in Education Today is designed for courses which introduce computers in an educational context; that is, it views the computer as a valuable tool and resource for managing the educational milieu and delivering instruction. The text recognizes that most students in collegiate education will be future computer users, not computer specialists. From this perspective, students need a basic understanding of computers and how they might be applied in the classroom.

The content of *Computers in Education Today* is arranged so that the reader is first introduced to the global impact of technology and then to its impact in education. It also discusses information about general hardware and software consideration. The focus then shifts to education with indepth applications as to how computers might best be utilized in the classroom. Here recommendations for integrating technology in specific content areas are presented. Criteria for selecting hardware and software are included in order to assist teachers in making effective purchasing decisions.

To facilitate learning the information presented in *Computers in Education Today*, the following pedagogical aids are used.

- *Educator's Corner* depicts educators utilizing exemplary practices or presents innovative uses of microcomputers in education.
- *Computer Education in the News* reports significant current events regarding computers in education.
- *An Issue* concludes each chapter. The issue topic focuses on current trends or problems in the field of Computer Education.
- *Summary Points* conclude every chapter.
- *Review Questions* relating reinforce chapter concepts.
- *Projects* relating microcomputer use to the specific content of each chapter are found at the end of the chapter.

Computers in Education Today has two appendices. Appendix A consists of Application Software Exercises which illustrate how the four basic software applications (word processors, spreadsheets, graphics, and data managers) not only enhance pupils' educational experiences, but also expedite teachers' preparations and communications. In order to complete these exercises, the student must have one of the two different software packages. The two software packages that may be used to work the Application Software Exercises are: West Soft Pack™ 2.5 Version (IBM®/MS-DOS® PCs) or AppleWorks™. These exercises assume that students have a working knowledge of the particular software package chosen.

Appendix B, a Courseware List, is an alphabetized listing of all the courseware discussed in the text (and more), with brief descriptions of the packages, and names, addresses, and phone numbers of the companies offering the courseware.

Supplemental Educational Materials

A complete instructor's resource package has been designed to reduce administrative efforts. In the *Instructor's Manual*, the classroom support includes: detailed Chapter Outlines, Answers to Review and Discussion Questions, Additional Projects, and Answers to Application Software Exercises in Appendix A (for IBM West 2.5 and AppleWorks™).

A Test Bank of 400 multiple choice, short answer, true or false, and fill-in-the-blank questions and 25 Transparency Masters are also included in the *Instructor's Manual*.

There is an optional User's Guide with applications software available for student purchase: West Soft Pack™ 2.5 Version (IBM®/MS-DOS® PCs). Either AppleWorks™ or the software contained in this User's Guide is required for working the Application Software Exercises in Appendix A.

Two versions of the freely copiable Student File Disk are available to the instructor: West 2.5 (IBM®/MS/DOS), and AppleWorks™. These data diskettes contain data files for completing the Application Software Exercises in Appendix A.

Acknowledgements

We were very fortunate to have had several outstanding college educators serve as reviewers for this book. We would like to thank the following people for their invaluable comments:

Stephen M. Alessi
University of Iowa
Iowa City, IA

Sally Anthony
San Diego State University
San Diego, CA

Peggy Blackwell
University of New Mexico
Albuquerque, NM

Tom Callister
University of Utah
Salt Lake City, UT

Earnest Carlisle
Columbus College
Columbus, GA

John E. Castek
University of Wisconsin
LaCrosse, WI

Ronald L. Hunt
San Jose State University
San Jose, CA

James Jacobson
Saint Peters College
Jersey City, NJ

Tony Jonejan
Western Washington University
Bellingham, WA

Dr. M. Laffey
San Francisco State University
San Francisco, CA

Mary Lang
Auburn University
Auburn University, AL

Wilma S. Longstreet
University of New Orleans
New Orleans, LA

Robert Lucking
Old Dominion University
Norfolk, VA

George McMeen
University of Nevada
Reno, NV

Timothy J. Sullivan
University of Central Florida
Orlando, FL

Mary C. Ware
State University of New York
Cortland, NY

Ann Williams
Ball State University
Muncie, IN

We would also like to thank the following teachers/educators who gave so generously of their time and ideas:

Mary Raiden
Arapaho Elementary School
Richardson, TX
 Frances Fountain
Germantown Elementary School
Germantown, MD
 Gary Giannelli
Wilson Junior High School
Middletown, CT

Several professionals provided the assistance required for completion of a text of this magnitude: Melissa Landon on manuscript development and coordination; Sarah Basinger on chapter development; Meredith Flynn and Dennis Strouble on Application Exercises; Linda Cupp on the Courseware List; Kathleen Shields on photographs; Darleen Lindstrom and Linda Cupp on instructor material; and Shannan Benschoter on manuscript preparation.

The design of this book is a tribute to the many talents of Janine Wilson. One final acknowledgement goes to our publisher and valued friend, Clyde Perlee, Jr., for his encouragement and ideas.

Collen J. Mandell
Steven L. Mandell

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